## ATTACHMENT J-8

## IDIQ TASK ORDER PROCESS FLOW CHART APPLICABLE FOR PWS 4.0

### IDIQ Task Order Process

**Identify Task (Customer)**

The Requiring Organization provides a functional description of need/task to be performed.

*Task Order Prepared by Initiator*

**Define Scope (COTR)**

The Contracting Officer's Technical Representative (COTR) and Requiring Organization further define the scope of the required task and when it is needed.

*Task Order Requested*

**Request Proposal (CO)**

The Contracting Officer (CO) requests a Task Order proposal from the Contractor for the required effort. The proposal will include all deliverables and cost to meet the technical and schedule requirements.

**Formulate Task Plan Estimate (Contractor)**

The Contractor prepares a task order proposal and approach for accomplishing the required task. The proposed task proposal/plan is submitted to Contracting Officer.

*Review and Negotiation*

**Evaluate Estimate & Issue Task Order (CO)**

The proposed task order proposal/plan is submitted to the CO for review and approval. Negotiation with contractor and CO may be required to obtain the right skill mix and resources. Once agreement is reached a Task Order is issued for the required effort.

*Task Order Issued*

**Execute Task/Effort (Contractor)**

The Contractor completes the effort as described in the task order. Progress reports are submitted during the execution of tasks and performance and quality metrics are observed for evaluation and fee purposes

*Progress reports submitted*

**Evaluate Performance (Tech Monitor)**

Monitors are assigned by the requiring organization to evaluate the contractor performance using an assigned set of metrics and performance

**Provide feedback to contractor (COTR)**

The COTR provides the contractor with feedback on their performance.

Legend:
- Customer Organization
- COTR
- Contractor
- CO
- Technical